

3 FAM 2860

CIVIL SERVICE EMPLOYEE DEVELOPMENT PROGRAMS

*(CT:PER-655; 11-10-2011)
(Office of Origin: HR/CSHRM)*

3 FAM 2861 AUTHORITY

*(CT:PER-655; 11-10-2011)
(State Only)
(Applies to Civil Service Employees Only)*

Authorities include:

- (1) 5 U.S.C. 41 as amended by the Civil Service Reform Act of 1978 and Executive Order 11348;*
- (2) 5 U.S.C. 412; and*
- (3) 22 U.S.C. 2664a.*

3 FAM 2862 POLICY

*(CT:PER-655; 11-10-2011)
(State Only)
(Applies to Civil Service Employees Only)*

The Department is fully committed to the career development of its employees consistent with its organizational needs in order to:

- (1) Improve service;*
- (2) Increase efficiency and economy; and*
- (3) Build and maintain a force of skilled and efficient employees.*

3 FAM 2863 PURPOSE OF THE EMPLOYEE DEVELOPMENT PROGRAM

(CT:PER-655; 11-10-2011)
(State Only)
(Applies to Civil Service Employees Only)

The Secretary is required by law to establish, operate, and maintain a program and a plan for the training of the Department's Civil Service employees. This training, which may be provided through *U.S. Government* and *nongovernment* facilities, is intended to develop the skills, *knowledge*, and abilities that will best qualify employees to perform their official duties.

3 FAM 2864 INDIVIDUAL DEVELOPMENT PLANS (IDPS)

3 FAM 2864.1 For Special Programs

(CT:PER-655; 11-10-2011)
(State Only)
(Applies to Civil Service Employees Only)

An *individual development plan* (IDP) is required for all participants in *Senior Executive Service (SES) member* and candidate programs, the Presidential Management *Fellows Program, the Career Development* Program, the Upward Mobility Program, and other approved special development programs.

3 FAM 2864.2 For Employee Development

(CT:PER-655; 11-10-2011)
(State Only)
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At the discretion of the bureau, *individual development plans* (IDPs) may be developed for employees not associated with a specific development program.

3 FAM 2865 RESPONSIBILITY

(CT:PER-655; 11-10-2011)
(State Only)
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- a. The Director General of *Human Resources (DGHR)* is responsible for

directing Civil Service *employee development programs*.

- b. The Office of Career Development and Assignments (HR/CDA) and the Office of Civil Service Human Resource Management (HR/CSHRM) have joint responsibility for administering Civil Service *employee development programs*.

3 FAM 2866 THROUGH 2869 UNASSIGNED